

**City of Belmont
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING OF SEPTEMBER 6, 2017
One Twin Pines Lane, City Council Chambers**

CALLED TO ORDER AT 7:00 PM

COMMISSIONERS PRESENT: Foehr, Mittelstadt, Block, Fine, Bortoli, Cotten, and Michaels

COMMISSIONERS ABSENT: Fox & Raddavero

STAFF PRESENT: Parks and Recreation Director Gervais and Administrative Assistant Saggau

PLEDGE OF ALLEGIANCE

Led by Chair Foehr.

ANNOUNCEMENTS/AGENDA AMENDMENTS

Commissioner Bortoli reported on the progress of the Veteran's Memorial Committee.

Commissioner Michaels commented on the Park Boosters Concert Series.

Youth Commissioner Fine commented on the YAC (Youth Advisory Committee).

Commissioner Foehr spoke about Back to School Night and National Night Out.

Parks & Recreation Director Gervais announced the following:

- Movie Night in the Park
- AYSO Opening Day
- Davey Glen Park Opening Day

CONSENT CALENDAR

June 7, 2017 Minutes

ACTION: On a motion by Commissioner Mittelstadt, seconded by Commissioner Bortoli the minutes were approved. **Vote: 5 Commissioners and 1 Youth Commissioner in favor.** *Commissioner Block abstained, Commissioner Fox and Youth Commissioner Raddavero absent.*

July 12, 2017 Minutes

ACTION: On a motion by Commissioner Bortoli, seconded by Commissioner Michaels the minutes were approved. **Vote 6 Commissioners and 1 Youth Commissioner in favor.** *Commissioner Fox and Youth Commissioner Raddavero absent.*

ITEMS OF BUSINESS

Appoint Rosemary Field to the Senior Advisory Committee

Commissioner Mittelstadt stated the Ad-Hoc Committee consisting of Commissioners Block, Bortoli and himself interviewed Rosemary Field and they recommend she be appointed to the Senior Advisory Committee.

Commissioner Bortoli requested it be noted he served on the Ad-Hoc Committee as he was not listed in the staff report.

The Ad Hoc Committee members noted reasons why Rosemary Field would be an asset to the Senior Advisory Committee.

ACTION: On a motion by Commission Bortoli, seconded by Commissioner Mittelstadt, the Commission moved to appoint Rosemary Field to the Senior Advisory Committee. Vote 6 Commissioners and 1 Youth Commissioner in favor. Commissioner Fox and Youth Commissioner Raddavero absent.

Project Planning for the Parks & Recreation Department

Parks and Recreation Director Gervais presented a table showing the status and schedule for Parks & Recreation Department projects.

Commissioners provided their comments and suggestions:

- Add Parks & Open Space Master Plan to list of projects
- Add ADA Project
 - Report on Progress on ADA Compliance
- Keep Commission involved in projects
- Bring Joint Use Agreement with the School District to Commission before negotiations start
- Add Criteria for Accepting Open Space
- Add Upcoming Projects Box

Chair Foehr noted Commissioner Fox requested that the painting of utility boxes be considered as there has been interest from the community.

Amendments to City Code Chapters 2, 5 and 16 (Parks Ordinance) Pertaining to the Park Use Regulations

Parks and Recreation Director Gervais explained the changes to the Parks Ordinance. He noted there are now administrative regulations that allows adaption to the conditions of the Ordinance.

Parks and Recreation Director Gervais reviewed the changes to the Commission Ordinance and noted that the Parks & Recreation Commission is no longer the regulatory body related to trees but now serves in an advisory role.

There was Commission discussion on the Youth Commissioners serving as non-voting members of the Commission. Parks and Recreation Director Gervais explained the City Attorney recommended this change to the ordinance due to the Form 700 and other requirements. Following discussion it was decided staff would check with the City Attorney if advisory votes would put Youth Commissioners at any risk of conflict of interest. If the youths would like the Ordinance changed to allow for the youth votes to count that would be a topic for the YAC (Youth Advisory Committee) to discuss and evaluate if they want to bring it to the City Council.

Public Outreach Related to the Recent Revisions to the Belmont Tree Ordinance

Parks and Recreation Director Gervais explained the new tree ordinance and noted the measures proposed to increase awareness to the public about these changes.

Comments and suggestions from the Commissioners included the following:

- Promote planting more trees by providing directions and resources
- Create a flow diagram to help determine if Tree Removal permit needed
- Provide outreach to Real Estate agents and inspectors
- Identify trees in Twin Pines Park to provide examples of native trees
- Include pictures with list of recommended trees
- Provide recommendations on where to plant trees

OTHER BUSINESS / UPDATES

Department Reports

Parks and Recreation Director Gervais reported on the following:

- Teen Zone Opening
- Promotion of Jeffrey Giacoletto to Recreation Specialist
- Barrett Community Center
 - Shade Structure
 - Fence Project
 - Bike Rack
- Fire Safe Crews Trail Work
- Outdoor furniture to be installed beside City Hall on 6th Avenue
- Planting Day with NDNU
- Future plantings at O'Donnell Park
- Girl Scout Project of Native Plants flyer for Open Space
- Large Eucalyptus limb falling onto Water Dog Lake Road trail
- Veteran's Memorial in Progress

Questions and Comments

Commissioner Mittelstadt questioned if it would be helpful to have a letter from the Commission and the Mayor in support pursuing of State Grants.

Commissioner Michaels asked if the City has a position on climate change. Parks & Recreation Director Gervais said he was not aware of a formal policy but there is a Climate Action Plan.

Future Agenda Items

Report from ADA Consultant
CSUS Joint Use Agreement
Volunteer Coordinator Position
Solar Projects and Energy Efficiency
Bicycle Pump Tracks
City Website Update
Recreation Programs and Scheduling
Sports Complex Turf Project
Twin Pines Park Interview and Planning Committees

Council and Commission Top Priorities

- Athletic Field Improvements
- Barrett Community Center Master Plan

Council Other Priorities that include Parks and Recreation

- Veterans Memorial
- Twin Pines Park Master Plan
- Tree Ordinance Update
- Resolve the Dog Issue at Barrett
- ADA Transition Plan
- Citywide Volunteer Program

Commission Other Priorities

- Parks, Recreation, and Open Space Master Plan
- Dogs in Parks Policy
- Department Resources and Budget
- Open Space Maintenance and Management

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

Jonathan Gervais
Parks and Recreation Director